

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6543 **TITLE:** PLANT MAINTENANCE SUPERVISOR **GRADE:** S-23

DEFINITION:

Under direction, to supervise the preventive and corrective maintenance of operating equipment in a large secondary or AWT sewage treatment facility and to assist the Plant Maintenance Superintendent in planning and coordinating a long range maintenance program; and to do related work as required.

TYPICAL TASKS:

Makes frequent tours of all plant operating areas, critically observing operating equipment, and initiates corrective actions as required;
Plans, assigns and supervises the work of skilled and semi-skilled plant maintenance personnel;
Establishes daily work schedules;
Assists Plant Maintenance Superintendent in the analysis of equipment failure and repair action required;
Participates as an organizer and leader in the maintenance of heavy pumps, motors, blowers, filters, vacuum pumps, conveyors, incinerators, degritters and other associated equipment used in the operation of the plant;
Collects for PM Computer Program Data Bank data on preventive and corrective maintenance to include dates, maintenance performed, parts used and man hours needed to accomplish tasks;
Works with plant supervisory personnel relative to equipment operation to improve equipment operations and plant reliability;
Maintains records of material and supplies used in the PM and CM Program to maintain adequate stock levels;
Evaluates performance of subordinate personnel;
Makes recommendations for hiring, promotion, transfer and disciplinary action;
Approves or disapproves request for annual leave;
Calls in maintenance personnel on overtime when required;
Maintains an effective relationship between subordinate employees and between subordinate employees and other plant personnel.

REQUIRED KNOWLEDGE,SKILLS,AND ABILITIES:

Knowledge of the practices, methods, material and tools of the mechanical trades related to the maintenance of wastewater treatment plant equipment;
Ability to plan and supervise the work of subordinate personnel;
Ability to read and interpret technical specifications;
Ability to diagnose and troubleshoot complex mechanical problems;
Ability to make prompt and sound decisions in emergencies arising from electrical power failures, motor and pump failures and accidents involving release of toxic chemicals;
Ability to maintain accurate records and to prepare reports;
Ability to maintain effective relationships with employees and the public.

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EMPLOYMENT STANDARDS:

Graduation from high school and four years of experience as a journey-man maintenance mechanic, one of which must have been at the Plant Maintenance Mechanic III level or above.

REGRADED:	June 12, 2009
REVISED:	April 21, 2009
REGRADED:	March 4, 2009